ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CORE Support to the DD/L

FROM:	EXTENSION	NO.
Deputy Chief, P&PS/OL		DATE 11 June 81

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief, Procurement Management Staff, OL	12 JUN 1981			Reminder:
2. DC\P&PS				Today at the D/L Staff Meeting Dan asked each division and staff to provide the Plans & Programs Staff a rough cut at outlining cost savings and efficiencies initiated under the following two catagories:
3.				
4.				1) Projects or other initiatives introduced and/or implemented over the past 2-3 years which have resulted in cost savings and increased efficiencies, and
5.				
6.				
7.				
8.				2) Future projects, ideas, and/or incentives we could undertake which have potential, real or otherwise, in resulting in cost savings and increased efficiencies such as realignments, reorganizations, consolidation of duplication, elimination of services, etc.
9.				
10.				
11.				
12.				
13.				Since your gross inputs need to be consolidated, typed, and presented to Dan by COB Tuesday, 16 June, your response NLT COB Monday, 15 June, will be most appreciated.
14.				
15.				Thanks, Paul

FORM 610 USE PREVIOUS EDITIONS
1-79

CORE

PAST

1. The following CONIF projects have resulted in cost savings and increased efficiency:

a. Centralization of CONIF

(1) Developed a nucleus of personnel with in-depth knowledge of CONIF;

(2) Eliminated the backlog of data input;

(3) Improved data integrity;

(4) Centralized location of information;

(5) Improved response time to inquiries.

b. Automated interface with GAS

(1) Improved timeliness and integrity of data in both CONIF and GAS;

(2) Electronic transfer of expenditures to GAS.

c. Payment of vendors

(1) Processing time reduced;

(2) Eliminated the manual preparation of

(a) 606 posting voucher
(b) voucher and schedule of payment
(c) remittance advice.

d. Input of IDSB actions

(1) Eliminated the manual preparation of IDSB monthly reports of letter request;

(2) Provided OF/ADL the opportunity to take advantage of the edits and procedures for making payment.

e. Implemented on-line retirement procedures to keep database free of settled contracts. The database has been reduced 50 percent thus the search and retrieval response time has improved.

f. Developed a translate table for user input which allows immediate update rather than overnight processing.

FUTURE

1. Establish a "floating team" comprised of one or two knowledgeable, working level individuals to visit both Headquarters and Field activities not having Logistics careerists. These visits would serve a twofold purpose: (1) assist these activities by providing necessary expertise in logistical areas, e.g., Type II accounting, space problem recommendations, etc., (2) it would provide OL with a barometer to measure its effectiveness and a means to determine problems or potential problem areas. This type of activity would also help to enhance OL's image in the eyes of other Agency components.

2. Better utilization of existing and future planned automated systems within OL. With a few exceptions, tangible benefits gained from a particular system should offset or at least equal the cost for operating that system.

3. Eliminate the extensive T&I process at CD for incoming/ outgoing material. The requisitioning activity should determine whether or not T&I is required.

4. Improve the Office of Finance's system for vendor payments.

5. Decentralize to maximum extent possible recruiting responsibilities for professional officers. Current procedures are too bureaucratic with useless interviews by personnel officers not in a position to decide on capability. Months are wasted before a PHS is ever given to a designated candidate.

6. Continue push for waiver from FOIA which currently wastes thousands of man-hours.

7. Establish a project to monitor flow of paperwork. There is still too much reproduction and distribution of documents of little significance.

8. Future CONIF projects which will provide cost savings and increase efficiency:

a. Interface with PDMIS for purchase order data will provide:

(1) More complete data on procurement activities;

(2) More complete data on vendors;

(3) Entire vendor accounts payable in one database;

(4) OF will take advantage of the edits and procedures for making payments to vendors.

b. Development of procedures in CONIF to automatically perform the GAS/ADD and RQ/ADD functions and passing the obligation data to the General Accounting System will improve the timeliness of data.

c. Interface with the new ICS for receiving data. This
    would eliminate hardcopy receiving reports.

d. Implement fast pay procedures to improve processing time
    for payment of vendor invoices.

e. Redesign CONIF Inspection Report to eliminate the manual
    preparation of the manual Inspection Report.

f. Develop an activity report for negotiators thus eliminating
    the manual preparation of the form.

g. Require the input of tracking data thus eliminating manual
    preparation of Form 667.

h. Revise menus to improve processing time.

i. Implement storage of approved mailing address at vendor
    level. This will require only one input or one change
    instead of one entry for each contract under the vendor.

j. Implement an automated procedure for preparation and
    printing of solicitation, contract, amendment, work order,
    and delivery order documents.